Payroll Dialogue Minutes

December 12, 2007

1. Holiday Deadlines – Steve
- The system will be closing at 10:00 a.m. sharp on Monday 12/31/07.
- We will let you know when you will be able to get back into the system to clean up exceptions.
- All reports and supporting documents need to be turned in Monday by 11:00 a.m.
- You will have until 3:00 p.m. on Monday to clean up any exceptions.

2. FCEA Holiday Leave - Steve
- FCEA employees are allowed 4 hours holiday leave on <u>either</u> December 24th or December 31st. **This time needs to be posted as R01!!!!**
- The day before the holiday must be a scheduled workday.
- You must be consistent with maintenance of minimum staffing requirements. If minimum staffing needs do not permit an employee to use this leave they shall have 4 hours credited to their vacation balance.
- Payroll must receive an email stating that the employee worked both these days in order for the vacation to be posted.
- FCEA PPT's will also be eligible for this leave but it is prorated to the percent they are scheduled to work. Ex. An employee that works 60% of the week can only take 2.4 hours off and can only receive 2.4 hours of vacation if they have to work.

3. Upgrade Questions/Updates – Jeff
- Smooth upgrade process
- Thank you to ISD and Payroll Staff for all their work
- Pending enhancements – We will let you know when these changes occur
  - FLSA Calculation Automation – will no longer need to use paper forms to calculate and will not need to enter XF4 into the system, will be done automatically
  - Self Service time reporting – Small group is currently testing the self service capabilities in PeopleSoft. Once it is ready other groups will transfer from Kronos to PeopleSoft for time reporting, leave requests, etc… Who will switch to PeopleSoft and when will be determined department by department per best business practices.
  - Comment field – There has been a request to have comment fields for each entry vs. the entire day. This is currently being worked on.

4. Garnishments – Pauline
If employees have garnishment questions, please request that they contact Pauline directly (her name and number are printed on the letter they received). She is the best asset for obtaining all the information they need. By contacting her directly (vs. through you) they can ensure their privacy as well make sure that nothing is "lost in translation".

5. Question & Answer Session

Q – Why is it so difficult to find the Vacant List Report in PeopleSoft 8.9?
A – Not sure. Best thing to do is to find it once and then save it in your favorites. You can find it at: Set up HRMS > System Administration > HRMS Tree Panels > COF Vacant Position Report. If you cannot remember how to save it to your favorites, go to the page as outlined here and then click on the Add to Favorites link in the top right hand corner of the screen.

You will now be able to click on the My Favorites link on the left hand side of the screen and will be listed under there.

Q – Can you request 32 hours of vacation in Kronos for Mon-Fri Christmas week without doing 2 requests?
A – No, must make separate requests.

Q – Is there currently, or in the future will there be a way to pull "record only" information into a query? When generating reports from my queries for management it's common that not all the information is there.
A – You can do this by adding the table "TL Payable Time" and setting the "Payable Status" to show all statuses. You may also want to set a range of dates in the criteria.

Q – Can we meet at Starbucks next time?
A – Yes if they have enough room for everyone.

Q – Where does it state that if an employee is off on Injury Pay and it is his day off that he is not entitled to bank the holiday?
A – There are several rules in the FMC that together make this determination. Payroll has memos from City Attorney about this that can be provided upon request. Basically, employees are only entitled to injury pay while on injury giving them the holiday adds would give them extra pay.

Q – Can you change the comment section so comments can be deleted if necessary?
A – No, save carefully.

Q – What is considered a scheduled day in respect to an individual being on vacation mean?
A – Employee's schedules remain the same (Monday – Friday, Tuesday – Saturday, etc) regardless of whether the employee works or takes leave time.

Q – I have a supervisor who states that she has items in her Kronos inbox that are in the current pay period but when she selects them they will not open for her. Kronos states the task is no longer available.
A – You can go into the request after it has passed. Once in, click the cancel option that you are given on the bottom of the page and this should get rid of the item out of your Inbox.

Q – How did the download go from Kronos to PS go?
A – The first load from Kronos to PS went well. However there have been problems loading PS names and accruals into Kronos. These items have now been resolved and everything is working as normal.

Q – When will accrued time show in Kronos and PS when the employee will be a perm for 6 months on Jan. 1, 2008? Employee currently shows 8 hours of Holiday.
A – Will show the week of January 4th.

Q – In the weekly time (in PS) you have to click "Find Employee" after entering an EmpID to get to their weekly time. In the future can you get it up to where you can press the enter key?
A – We will look into this.

Q – Is Assign Schedule working yet in 8.9 (this only applies to entering a new employee or changing an employee's schedule)?
A – This is not currently working but we are working on it and will let you know. Schedules that were already set are working, and in regards to using Mass Time Reporting will report time on the correct days.

Q – Why do our employees have 2 initials in the new PeopleSoft?
A – This is an error in the program that we are working to correct. Should be fixed soon.